

JOB DESCRIPTION

Job Title
Catering Assistant
Salary Range
1-1 (Grade A)
Line Management Responsibilities
None
Line Manager
Catering Manager
Base Location
School
Purpose of Role
To undertake the preparation, cooking and service of food and beverages plus other related catering duties, as directed by the cook / chef.
Key Accountabilities
<ul style="list-style-type: none"> • Prepare, cook and serve food and beverages, as directed • Operate kitchen equipment, following training • Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times • Prepare and clear kitchen and dining areas • Undertake cleaning and washing up as directed in the kitchen and dining areas • Check delivery of food and other catering consumables from designated suppliers and be responsible for refilling and replacing sauces, condiments and other consumables • Undertake cashier duties be responsible for operating a cash register and all monies during service • Assist in moving and setting up dining furniture 3. Assist with delivering catering for functions.

Knowledge and Experience
<ul style="list-style-type: none"> • Food hygiene certificate. • Knowledge of a range of procedures for preparing, cooking and serving food, relevant hygiene requirements gained through training or previous work experience. • Relevant knowledge/experience and qualifications suitable to the role
Personal Qualities
<ul style="list-style-type: none"> • Can effectively communicate with others such as catering and dining staff and pupils • Has the ability to work under the direction of senior catering staff; can also make some decisions using own initiative • Can stand for long periods of times whilst preparing food, cooking and serving. Will be able to carry weights such as heavy saucepans and food containers. • A sensitivity and empathy to working within a faith environment, and a strong understanding of the structures and values of the Catholic Church
Expected Outcomes
<ul style="list-style-type: none"> • Assist with the day to day running of the kitchen. • Reconcile deliveries against delivery notes. • Effectively work under the direction of the Chef/Catering/Kitchen Manager • Appropriately use kitchen equipment i.e. knives for preparation and cooking food • Provides services to pupils by cooking and serving food • May take money for meals/operate cash register • Responsible for the safekeeping, cleanliness and use of equipment, supplies and consumables. • Responsible for own continuing self-development, undertaking training as appropriate or as directed as part of CPD. • Being aware of and complying with all relevant policies and procedures relating to child protection, health safety and security, confidentiality and data protection and reporting all concerns to the appropriate person. • Good working relationships are promoted with Trustees, Diocesan staff, School staff and Governors and Plymouth CAST staff. • Plymouth CAST fully complies with its statutory obligations and records are maintained as required by law and made available when required by authorized persons.

This document outlines the duties for the time being to indicate the level of responsibility. It is not a comprehensive or exclusive list and the duties may be varied from time to time which do not change the general character to the job or the level of responsibility entailed.

Changes can be made to this job description under consultation to reflect the changing needs of the role at any time.

Data Protection

All employees handling personal data must do so responsibly, securely and in line with the Trust's policies, guidance and training.